Hardship Duty Pay-Location

Overview

Introduction   This section provides the *procedures* for **Hardship Duty Pay-Location**. This entitlement is paid monthly to members entitled to basic pay and performing duty designated by the Secretary of Defense as Hardship Duty.

Topics   The following topics are covered in this section

Guiding Principles

Introduction	This section provides the *guiding principles* for **Hardship Duty Pay**.

Reference	The following references provide additional information about Hardship Duty Pay.

(a) <u>U.S. Coast Guard Pay Manual</u>, COMDTINST M7220.29(series), Chap 4
(b) DOD Financial Management Regulations, <u>Volume 7a: Military Pay Policy and Procedures - Active Duty and Reserve Pay</u>, <u>Chap 17</u>
(c) <u>DFAS Memo of 1 Nov 06; Interim Change to the DoDFMR, Volume 7A, Regarding Hardship Duty Pay for Bosnia-Herzegovina and Guantanamo Bay, Cuba</u>

Locations and Rates	See reference (b), <u>Figure 17-1</u> for a list of HDP lactations and rates.

Before you begin	If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: <u>Employee Entitlements, Basic Navigation Guide</u>
	Do not pay Hardship Duty Pay when a member is entitled to Career Sea Pay.

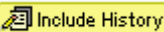|	
Auto-stop upon PCS departure	Hardship Duty Pay stops automatically on *the day of* PCS departure. Do not enter a Stop Hardship Duty Pay transaction when a member departs PCS.

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Starting Hardship Duty Pay

Introduction This section provides the procedure for *starting* **Hardship Duty Pay**.

Procedure Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Hardship Duty Pay entitlement.
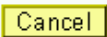
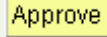| Step	Action
1	In the ⊞ Include History mode, click the ➕ button shown below. A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button 📅 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous Hardship Duty Pay. If this is a temporary entitlement, you may enter the stop date.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** in the code if known or use the 🔍 to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
9	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Starting Hardship Duty Pay, Continued

Procedure (cont'd)

Step	Action
10	Click the **Detail** button to bring up the Supporting Data screen below: **Supporting Data** 1080807 HDP 08/23/2002 HDPLOC Foreign Country: [ ] 🔍 Dollar Amount: [0.00] [OK] [Cancel] Click the magnifying glass 🔍 next to the Foreign Country and select the country where the member stationed for Hardship Duty Pay Location entitlement. (*Although not a "foreign country", certain locations in the State of Alaska are eligible for HDP-L.*) Enter the dollar amount of Hardship Duty Pay Location shown in the Pay Manual in the Dollar Amount field. Click the **OK** button when finished.
11	**Approve** Not Used. Payment of Hardship Duty Pay does not require audit and approval.
12	**Earnings Process Type** Not Required. Disregard this field
13	Click the **Save** button (located at the bottom left of the screen) to approve and transmit the entry.

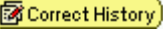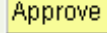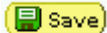> See reference (b), Figure 17-1 for a list of HDP lactations and rates.

Hardship Duty Pay-Location

Stopping Hardship Duty Pay

Introduction   This section provides the procedure for *stopping* **Hardship Duty Pay**.

Reminder, PCS auto-stop   Hardship Duty Pay stops automatically on the day of PCS departure. Do not enter a PeopleSoft Stop Hardship Duty Pay transaction when a member departs PCS.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a stop Hardship Duty Pay transaction.

Step	Action
1	In the **Correct History** mode, find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
6	**Detail** Do Not Use. The detail is automatically set when the earnings type for Hardship Duty Pay is selected and the entitlement is saved.
7	**Approve** Not Used. Payment of Hardship Duty Pay does not require audit and approval.
8	**Earnings Process Type** Not Required. Disregard this field
9	Click the **Save** button (located at the bottom left of the screen) to approve and transmit the entry.

Correcting Hardship Duty Pay

Introduction   This section provides the procedure for *correcting* **Hardship Duty Pay**.

Discussion   Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Hardship Duty Pay) and then start a new Hardship Duty Pay entitlement.

Procedure   Follow these steps to correct an incorrect Stop date.

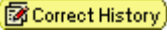| Step	Action
1	In the (Correct History) mode, find the Hardship Duty Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons to modify dates and the magnifying glass to change the earning type.
2	Click the (Save) button located at the bottom left of the screen.

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Deleting Hardship Duty Pay

Introduction   This section provides the procedure for *deleting* **Hardship Duty Pay**.

Discussion   The total Hardship Duty Pay entitlement will be recouped when using this feature.

Procedure   Follow the steps in the <u>Basic Navigation Guide</u> to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Hardship Duty Pay transaction.

Step	Action
1	In the ![Correct History] mode, find the Hardship Duty Pay row to delete. Click on the ![−] button located in the row to be deleted.
2	Click the ![Save] button located at the bottom left of the screen.

Record of Changes

Introduction   This section summarizes significant changes made to the procedures in this document.

**Change
Summary**

Change	Date	Summary
1	10 September 2008	• Corrected hyper links to Pay Manual and DA Employee Entitlements Basic Navigation Guide. • Changed list of references from bullets to (a), (b), etc. • Added a note on page 4 that HDP rates and locations are listed in DOD FMR Vol 7 (reference (b)), Figure 17-1.